



April 6, 2017

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

PROBATION OFFICER 1 (2 OPENINGS)

p.c. # 08, 20

Position Overview

Department:

Probation & Parole
102 S. Allegheny Street
4th Floor—Courthouse
Bellefonte, PA 16823

Base Pay:

\$16.36/hour
\$31,902.00—\$52,357.50/annum
Grade: N-12
Non-Exempt

Shift Available:

Full Time (37.5 Hours)
8:30 AM—5:00 PM

Required Education:

- Bachelor's degree in Social or Behavioral Sciences, Criminal Justice, Law Enforcement or related field.
- Must complete 20-40 hours in-service training per year which may include Pressure Point Control Tactics certification and firearms qualification.

Required Experience:

- One (1) year of Human Services related experience required. Preferably in the Corrections, Probation/Parole, Police or other related field.

Special Requirements:

- Must pass a psychological evaluation, physical exam and drug screen.
- Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.

Applications:

Applications for this position will be accepted
until Monday, April 17, 2017 at 5:00 p.m.

Summary of Job Functions

- Conducts social case histories and pre-sentence investigations of offenders; interviewing offenders, victims, police, family, employer, associates and other individuals with knowledge of the offender.
- Prepares reports on the outcome of investigations, analyzing information gathered and recommending appropriate rehabilitative/corrective action to Court.
- Provides counseling and other supportive services to help probationers in their personal, social and economic adjustments to the community.
- Maintains contact and schedules meetings with family, friends, employers, clergy and other persons concerned with aiding probationers.
- Conducts investigations to monitor specialty court participant activities and to prevent or remove harmful activities and influences.
- Conducts random drug/alcohol testing as required; also urine tests and reporting of results..
- Enforces court orders and makes or assists in re-arrests of probationers when necessary.
- Collects fines, costs and restitution.
- Appears and testifies as an expert witness at court hearings.
- Interacts with internal departments and outside agencies and physicians, insurances, etc. in regard to supervision of clients.
- Assists in transporting of clients to appropriate placements.
- Meets with school officials, employers and/or counselors.
- Participates in ongoing staff training regarding probation/parole techniques.
- Acts as a community resource contact as needed.
- Conducts evaluations regarding CRN/DUIs as requested.
- Performs other job related duties as required.

Equal Opportunity Employer